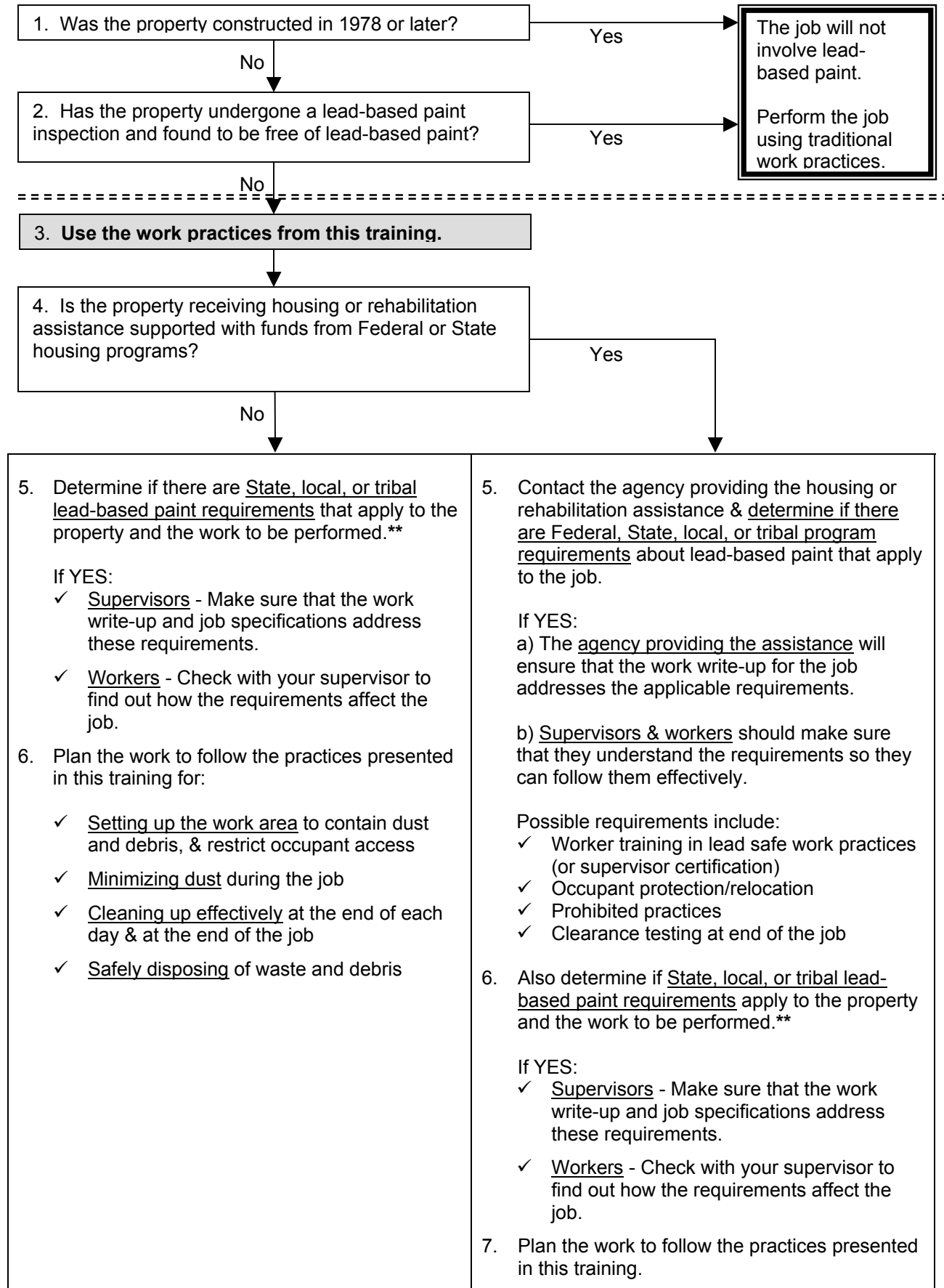


APPENDIX 1: Flowchart for Planning a Remodeling, Repair, or Painting Job



** Note: At least annually, supervisors should check with State and local agencies for changes in these requirements.

Types of Lead-Based Paint Requirements for Residential Properties Assisted Through Federal or State Supported Housing & Rehabilitation Programs -

The following types of requirements may apply to renovation, remodeling, rehabilitation, painting or maintenance work performed in pre-1978 residential properties that receive financial assistance from Federal, State, local, or tribal housing programs.

If a property receives housing assistance or rehabilitation assistance, contact the State, local, or tribal agency administering the assistance to find out what specific requirements, if any, apply to the work planned for the property.

- **Worker Training Requirements.** When lead safe rehabilitation, maintenance, or interim controls is performed, each worker generally needs to have successfully completed a HUD-approved lead safe work practices training. Successful completion of this course meets this requirement.

This requirement can also be satisfied if the supervisor for the work is properly certified as a lead-based paint abatement supervisor and ensures that safe work practices are followed. In this case, workers on the job are not required to have completed an approved course, but they are required to have OSHA Hazard Communication Training.

Some States and State-supported housing programs have additional or more stringent training requirements.

NOTE: If abatement of lead-based paint hazards is required by a program providing assistance to a property, additional specialized training and certification is required for the supervisors and workers who perform these activities.

- **Work Area Containment.** Workers and supervisors will fulfill most containment requirements triggered due to Federal assistance by following the work practices presented in this course to prevent dust and debris from spreading beyond the work area or contaminating an occupant's possessions. (See Module 2.)
- **Occupant Protection.** If workers and supervisors restrict occupant access to the work area until the work is complete and clearance achieved (if required), most containment requirements triggered due to Federal assistance will be satisfied. For some jobs, occupant relocation may be necessary, but this decision will be made by the public agency administering the assistance to the property.
- **Prohibited Work Practices.** If a property receives housing or rehabilitation assistance supported with Federal funds, **workers are prohibited from using the work practices identified as high-risk** in Module 3 of this training. State, local, or tribal laws may prohibit additional practices.
- **Cleanup & Clearance.** Workers must use the specialized cleaning practices presented during Module 4 of this training. For many jobs in properties that receive housing or rehabilitation assistance supported with Federal funds, a clearance examination (i.e., dust testing) must be performed at the end of the job. If the area tested fails the clearance exam, the work area and the dwelling units affected must be cleaned again and re-tested. (See Module 4.)

See Appendix 3 for more information about Federal lead-based paint requirements, including requirements about safe work practices.

How To Find Out About Lead-Based Paint Requirements that Apply to Planned Work in Properties Receiving Housing or Rehabilitation Assistance

For each job, supervisors should take the following steps to find out whether:

- The property receives financial assistance; and
- Any lead-based paint requirements apply to the work because of the assistance provided.

Note: This is an important step because failure to meet lead-based paint requirements could affect the owner's ability to receive the assistance.

1. If you or your company is contacted about the job by the housing agency providing assistance to the property, ask the program specialist or rehabilitation specialist working with the property the questions listed in Question #3.
2. Ask the property owner if the property or the family receives any type of housing assistance, including low-interest loans, from a local, State, or Federal agency.
 - Find out the name of the agency, contact person, address and phone number. (See the list of types of agencies below.)
 - Get a basic description of the type of assistance the property receives.

Note: If the property owner is concerned about why you are asking, just explain that there will be information about the work that you will need to provide to that agency and that you also need to check if there are any requirements of their program that apply to the work to be done.

3. Contact the public agency administering the assistance and ask the program specialist or rehabilitation specialist working with the property:
 - a) Do any Federal or State lead-based paint requirements apply to the work?
 - b) If YES, what are they and how will they be incorporated into the work write-up?
 - c) If YES to a), are there any abatement requirements that apply to the job and who will perform that work?

Some Types of Public Agencies Administering Housing or Rehabilitation Assistance

- State Housing Finance Agency
- State Housing Agency
- State Community Development Agency
- City or County Housing Agency
- City or County Community Development Agency
- City or County Housing Authority
- USDA Service Center - Rural Housing Programs